

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	CHIEF DEPUTY - COUNTY RECORDER
CLASS CODE:	1601
FLSA STATUS:	EXEMPT
SUPERVISORY STATUS:	SUPERVISOR
EFFECTIVE DATE:	12/14/2010
DEPARTMENT:	RECORDER

JOB SUMMARY

Under general guidance and direction of the elected County Recorder, performs supervisory and principal administrative work. Incumbents serving in this classification are appointed by, and would take over and discharge the duties of, the elected County Recorder in the event of his or her absence or disability.

ESSENTIAL FUNCTIONS

Supervises, plans, and coordinates the work of assigned personnel; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; evaluates performance and conducts performance appraisals.

Assists in making staffing decisions related to the hiring and retention of personnel and the administration of disciplinary action in accordance with County Personnel Rules and Regulations.

Assists with budget preparation, purchasing processes, and tracking expenditures; inputs department payroll and resolves employee payroll questions and issues in coordination with the Personnel Department.

Assists in recording and indexing legal documents.

Assists in providing oversight of the mapping of documents and the conveying of necessary information to other County offices.

Meets with, and answers questions from, the public regarding land parcel details.

Serves on committees and represents the Recorder's Office at various meetings such as Utah Association of County Recorders, Commission, and department head meetings as assigned.

Authors correspondence regarding Recorder's Office functions; drafts department policy and procedure manuals; assists with the acquisition and application of new technology including program development and testing.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Appears in court to testify concerning recorded documents.

Assists in teaching the state's Cadastral Mapping Certification class.

KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive Knowledge of: state law governing the recording, indexing, and mapping of legal documents; geographic information systems (GIS) technology and its application to Recorder mapping functions including coordinate geometry (COGO) applications and applied trigonometry; real estate and title

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PAGE 2

law as applied to the Recorder's office; surveying and civil engineering practices as applied to the Recorder's office.

Working Knowledge of: supervisory techniques.

Skill in: operating a personal computer and using various software programs.

Ability to: maintain cooperative relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; effectively motivate and supervise others.

PHYSICAL DEMANDS

Regularly: sits at a desk or table; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: walks, stands, or stoops; lifts or otherwise moves objects weighing up to 25 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room. Work may occasionally expose the incumbent to volatile situations with the public.

RECOMMENDED EDUCATION AND EXPERIENCE

Bachelor's degree in GIS, surveying, cartography, geography, public administration, or a related field plus five (5) years of professional level work experience performing cadastral mapping and/or administrative functions similar to those of the Recorder's Office of which two (2) years were in the capacity of a supervisor.

Selected applicants may be subject to a background check.

RECOMMENDED LICENSING AND CERTIFICATION

Incumbents must possess a Certified Cadastral Mapper certificate or class completion certificate from the Utah Association of County Recorders.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.